

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100100041-1

CONTROL NO.

DDS/OF-037

REPORTS INVENTORY

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

Delinquent Advances

2. TYPE OF REPORT	X	STATISTICAL
		NARRATIVE
		MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL	TRAINING	ADMIN. GENERAL
LOGISTICS	SECURITY	OTHER (specify)
MEDICAL	X FINANCE	

4. NO. OF COPIES PREPARED

5. FREQUENCY (weekly, monthly, quarterly, etc.)

5

Monthly

6. DISTRIBUTION (No. of components not number of copies)

1

7. FORMAT (memorandum, form computer print-out, etc.)

8. ADP PROCESSING

YES IF YES GIVE ADP PROCESSING NO.

Memorandum

X NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

D/Finance

10. PREPARING COMPONENT (include lowest level contributing information to report)

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

Covert Activities Branch/C&L

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X HOURS PER REPORT	= COST PER REPORT	X TIMES PREPARED	= COST PER YEAR
GS-08	\$4.74	1/2	\$2.37	12	\$28.44
GS-05	3.25	1/12	.25	12	3.00
					\$ 31.44

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR

\$ 31.44

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

31 August 1966 - Director of Finance and Accounts.

Provide Accounts with information needed to complete its Agency reports.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

X	RETAIN AS IS	<input type="checkbox"/> OTHER (explain)
	CHANGE	
	DISCONTINUE	

MAN-HOURS

DOLLARS

15. DATE OF INVENTORY

16. NAME AND TITLE OF PERSON FURNISHING INFORMATION

17. EXTENSION

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25K1

FORM 102

Classification

(22-36-43)